



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES DIVISION
PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR
NASHVILLE, TENNESSEE 37243-1159
(615) 741-1322
Fax (615) 741-1583**

The following procedures are required to become a registered fire extinguisher firm:

1. Submit to this office a completed application together with a check or money order made payable to the Department of Commerce and Insurance for three hundred fifty dollars (\$350.00). (Please note this includes three hundred dollars for an initial application and a fifty dollar non-refundable application fee.)

You must submit an additional one hundred dollars (\$100.00) for each branch office.

Please note if you are authorized to perform hydrostatic testing you must submit an additional fifty dollars (\$50.00).

2. Pursuant to Tenn. Code Ann. §62-32-214 obtain one (1) of the following:
 - a. Surety bond executed by the applicant and a surety company authorized to do business in this State, made payable to the State of Tennessee in the amount of ten thousand dollars (\$10,000.00).
 - b. A federally insured certificate of deposit issued by any financial institution in this state in the amount of not less than ten thousand dollars (\$10,000.00).
 - c. An irrevocable letter of credit issued by any federally insured bank or savings and loan association in an amount of not less than ten thousand dollars (\$10,000.00).
 - d. Written proof of liability insurance coverage provided by a single-limit policy with a limit of not less than one hundred thousand dollars (\$100,000.00) for bodily injury and for damage to property in any one (1) accident. The insurance company must complete and sign the certificate of insurance form and list the "State of Tennessee, Department of Commerce and Insurance, Permits and Licenses Unit", at the above address, as the certificate holder. This certificate must be forwarded to this office.
3. Each firm must have at least one (1) specialist registered by this office and employed by their firm. Each branch must have at least one (1) specialist registered by this office and employed by their firm. Pursuant to Tenn. Code Ann. §62-32-204 (f).
4. Submit specialist's qualifications (including education and experience) to engage in the business of installing or servicing portable fire extinguishers or fixed fire extinguisher systems. Pursuant to Rule 0780-2-14-.03 (1) (b).
5. Submit written consent for representatives of the Division to enter, examine, and inspect stating that the applicant maintains a shop sufficiently equipped to enable the firm to service adequately the portable fire

extinguisher and/or fixed fire extinguisher systems which it sells and installs and this inspection must be performed before licensure is granted. Pursuant to Rule 0780-2-14-.03 (1) (a).

6. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1).
7. If an applicant for a certificate of registration as a firm seeks authorization to perform hydrostatic testing, the applicant shall demonstrate to the Division's satisfaction that at least one (1) employee of the firm is qualified to provide such service.

RENEWAL FEES:

1. An unexpired license or registration may be renewed by paying the required renewal fee to the department before the expiration date of the license or registration.

Firm renewal fee \$200.00

Branch renewal fee \$50.00

Hydrostatic Testing renewal fee \$25.00

2. If a license or registration has been expired for no longer than ninety (90) days, the license or registration may be renewed by paying the required renewal fee and a fee of one half (1/2) of the original fee. Pursuant to Tenn. Code Ann. §62-32-210 (d).

Firm renewal fee plus late fee ($\$200 + \100) = \$300.00

Branch renewal fee plus late fee ($\$50 + \25) = \$75.00

Hydrostatic Testing renewal fee plus late fee ($\$25 + \25) = \$50.00

3. If a license or registration has been expired for longer than ninety (90) days but less than two (2) years, the license or registration may be renewed by paying all unpaid renewal fees and a fee that is equal to the original fee for the license or registration. Pursuant to Tenn. Code Ann. §62-32-210 (d).

Firm renewal fee plus all unpaid renewal fees plus original fee ($\$300 + \100) = \$400.00

Branch renewal fee plus all unpaid renewal fees plus original fee ($\$75 + \50) = \$125.00

Hydrostatic Testing renewal fee plus late fee ($\$25 + \25) = \$50.00

If a license or registration has been expired for two (2) years or longer, the license or registration may **NOT** be renewed. A new license or certificate of registration may be obtained by complying with the requirements and procedures for obtaining an original license or registration.



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CERTIFICATE OF REGISTRATION FOR FIRE EXTINGUISHER FIRM
(Pursuant to Title 62, Chapter 32, Tennessee Code Annotated)

Date _____

Registration Fee: \$300.00

Application Fee: \$ 50.00 (This is a non-refundable application fee)

Total Fees Due: \$350.00

NOTE: PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO THE DEPARTMENT OF COMMERCE AND INSURANCE

NAME OF FIRM _____
Type of Firm, Corporation, Partnership, Sole Proprietorship, Other (Specify)

OFFICE LOCATION IN TN _____
Street Number, or R.F.D and P. O. Box

City _____ State _____ Zip Code _____ County _____

TN TELEPHONE # (_____) _____ - _____

MAIN OFFICE ADDRESS _____
Street Number, or R.F.D and P.O. Box

City _____ State _____ Zip Code _____ County _____

MAIN OFFICE TELEPHONE # (_____) _____ - _____

OWNER'S FULL NAME _____

OWNER'S HOME ADDRESS _____

City _____ State _____ Zip Code _____ County _____

SOCIAL SECURITY # _____ - _____ - _____ DRIVERS LICENSE # & STATE _____

BIRTH DATE ____/____/____ HOME TELEPHONE # (_____) _____ - _____

SPECIALIST ASSIGNED TO FIRM _____ SOCIAL SECURITY # _____ - _____ - _____

Insurance Expires _____ At least one hundred thousand dollars (\$100,000.00)

Pursuant to Tenn. Code Ann. § 62-32-214, you must obtain one of the following:

1. A surety bond in the amount of \$10,000.00 or
2. A federally insured certificate of deposit of no less than \$10,000.00 or
3. An irrevocable letter of credit for no less than \$10,000.00 or
4. A written proof of liability insurance coverage provided by a single-limit policy no less than \$100,000.00 for bodily injury and for damage to property in any one accident. The insurance company must complete and sign the certificate.

Branch Offices: _____ Yes _____ No (If Yes List Name and Address of Each. AND the Specialist Assigned to Branch.) If more than one branch, attach a separate sheet to application.

Each Branch Office Application Fee: \$50.00 (non-refundable)

Each Branch Registration Fee: \$50.00

Total Fees Due for Each Branch: \$100.00

Hydrostatic Testing _____ Yes _____ No (If yes, please indicate on a separate sheet of paper the name(s) of any employee(s) who will engage in hydrostatic testing) along with the certificate showing proof of qualification to engage in hydrostatic testing.

Pursuant to Rule 0780-2-14-.04, If an applicant for a certificate of registration as a firm seeks authorization to perform hydrostatic testing, the applicant shall demonstrate to the Division's satisfaction that at least one (1) employee of the firm is qualified to provide such service.

Hydrostatic Application Fee: \$50.00

NEW APPLICANTS ONLY: Submit a written affidavit, notarized, detailing the applicants qualifications (including education and experience) to engage in the business of installing or servicing portable fire extinguishers or fixed fire extinguisher systems. (Pursuant to Rule 0780-2-14-.03)

This application must be signed by the sole proprietor, or by each partner of a partnership, or by the president and secretary of a corporation or organization. By applying for a certificate of registration, the applicant authorizes the representatives of the Division of Fire Prevention to enter, examine, and inspect any premises, building, room or establishment used by the applicant while engaged in the installation or service of portable fire extinguishers or fixed fire extinguisher systems.

Signature _____

Title _____

Signature _____

Title _____

Signature _____

Title _____



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**FIRE EXTINGUISHER SYSTEMS FIRM
SURETY BOND**

STATE OF _____

BOND NO. _____

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENT:

That I (we) _____
as Principal, and _____

a surety company authorized to do business in the State of Tennessee, as Surety, are held and firmly bound unto the State of Tennessee in the penal sum of **TEN THOUSAND DOLLARS** (\$10,000), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these present.

The **CONDITION** of this obligation is that whereas Principal has filed an application for a certificate of registration as a fire extinguisher system firm under the provisions of Tennessee Code Annotated, Title 62, Chapter 32, Part 2:

NOW, THEREFORE, upon the issuance of such certificate of registration to the Principal herein, as provided in Tennessee Code Annotated, Title 62, Chapter 32, Part 2, if the Principal shall pay to the extent of the face amount hereof all judgments which may be recovered against it to compensate third party losses caused by the wrongful acts or omissions of the Principal or the Principal's employees, servants, officers, or agents in the installation of service of portable fire extinguishers or fixed fire extinguisher systems, then this obligations shall be void; otherwise to remain in effect at all times and places in which the Principal engages in business as a fire extinguisher system firm in the State of Tennessee.

Any person who may be injured or aggrieved by a wrongful act or omission of the Principal or its employees, servants, officers, or agents shall have the right to sue directly on this bond without assignment thereof.

The TERM of this bond is continuous; provided, however, that the Surety shall have the right to cancel this bond at any time by a written notice stating when the cancellation shall take effect and served upon or sent by certified mail to the Tennessee Department of Commerce and Insurance, Division of Fire Prevention, 500 James Robertson Parkway, Third Floor, Nashville, Tennessee 37243-1159, at least thirty (30) days prior to the effective date of the cancellation; provided further that such cancellation shall not release the Surety from any liability existing hereunder at such effective date of cancellation.

In no event shall the aggregate liability of the Surety exceed the face amount hereof.

WITNESS OUR HANDS this _____ day of _____, 20_____

PRINCIPAL:

SURETY:

(Name and Address of Company)

BY _____
(Signature)

(Typed or Printed Name of Agent)

(Address)

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

My Commission Expires

Notary Public